

950504/16/02

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PUBLIC PARKING SERVICES SUPERVISOR**

**DEFINITION**

Under general direction, to supervise, plan, and coordinate the activities, contracts, and enforcement of the City's parking garages, lots, and on-street parking; to coordinate assigned activities with other divisions, outside agencies, and the general public; to plan for future parking needs and coordinate parking construction; to provide highly responsible staff assistance to higher level management; and to do related work as required.

**REPORTS TO:** Traffic Engineer

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Traffic Engineer; exercises lead supervision over Parking Control Representatives and clerical staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Supervise the City's off-and on-street parking related programs, such as supervising the public parking facility operations and recommending creative solutions.
- Develop and implement parking related programs; recommend creative solutions regarding facility operations.
- Prepare comprehensive parking plans and studies to satisfy future needs for parking related services and facilities; develop and implement policies and procedures.
- Administer and prepare contractual agreements on behalf of the City including bids, contracts, contractor selection, contract negotiation and contract preparation; supervise contractor compliance with contract terms.
- Analyze and makes recommendations for resolution of parking enforcement operational issues and services provided to the public.
- Address citizen questions and complaints about municipal parking regulations, requirements, policies, and citations; administer the citation appeal process.
- Prepare written reports and makes oral presentations to City committees, commissions, business groups, and citizen groups, which resolves parking-related problems and responds to inquiries concerning parking related matters.
- Serve as staff to Downtown Parking Committee and Parking, Traffic, and Streets Commission on issues related to parking, implementation of operational programs, and recommendations for on-street parking that may require City Council approval.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of parking facility operations.
- Principles of budget preparation, administration, and control.

- Applicable laws, rules, and regulations including State of California Vehicle Code, and Title 10 - Vehicles and Traffic of the Riverside Municipal Code.
- Principles of supervision, training and performance evaluation.
- Personal computer operations and applicable software programs.

**Ability to:**

- Interpret and apply applicable laws, rules, and regulations including State of California Vehicle Code, and Title 10 - Vehicles and Traffic of the Riverside Municipal Code.
- Address citizen questions and complaints about municipal parking regulations, requirements, policies, citations and the citation appeal process.
- Develop request for proposals of existing or new contracted services.
- Supervise contractor compliance ensuring contract terms; monitor financial performance, invoices and costing of services provided; initiate corrective measures and other adjustments with contractors to ensure performance of services.
- Analyze revenue collections and address future projections.
- Interpret parking projects and parking enforcement programs to the public.
- Perform complex professional parking assignments with a minimum of supervision.
- Prepare and present highly technical reports and studies.
- Conduct research, analyze findings, and prepare clear and concise written and oral reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted through the course of work.
- Use computers and applicable software programs related to work performance including word processing, spreadsheets, and databases.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of a Bachelor's Degree (120 semester units) from an accredited college or university in Business or Public Administration, or a related field. Up to two years of additional qualifying experience may substitute for up to two years of the required education.

Experience: Four years of responsible, professional level administrative, engineering, planning, or parking management work experience. Supplementary courses and seminars in traffic, parking management, and business principles are highly desirable.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Public Parking Services Supervisor

**TO:**